



OPEN EXAMINATION ANNOUNCEMENT
OPEN – SACRAMENTO/LOS ANGELES

**FIRE AND LIFE SAFETY OFFICER I
(HEALTH FACILITIES CONSTRUCTION)**

Salary Range: \$5,940 - \$7,214

Final Filing Date: Continuous*

***Testing is considered continuous as dates can be set at any time. The testing office shown below will accept applications continuously and will notify and test applicants as needs warrant.**

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, SEXUAL ORIENTATION, MEDICAL CONDITION, OR PREGNANCY.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE TRUST PLACED IN PUBLIC SERVANTS.

WHO MAY APPLY

This is an OPEN examination for the Office of Statewide Health Planning & Development (OSHPD). Anyone who meets the minimum qualifications as stated below may apply. Applications will not be accepted on a promotional basis. Career credits do not apply.

HOW TO APPLY

State Examination and/or Employment Applications (Form 678) are available on the Internet at www.spb.ca.gov or upon request from the OSHPD Exam Unit, and may be filed in person or by mail. Résumés alone will not be accepted. Applications must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered to the OSHPD Human Resources Office (hours are 8:00 AM to 5:00 PM), or received via inter-office mail after the final filing date, will be held for the next examination.

EMAILED OR FAXED APPLICATIONS WILL NOT BE ACCEPTED. Submit completed application to:

**Office of Statewide Health Planning & Development
Human Resources Office
Attention: Exam Unit
400 R Street- Suite 364
Sacramento, CA 95811-6213**

If you have questions concerning this examination please contact:

Deborah Swisher at (916) 326-3270

TESTING PERIOD

Competitors who are eliminated for not meeting the minimum qualifications as stated on this examination bulletin may reapply when the entrance requirements are met. Successful competitors establishing list eligibility for 12 months are restricted from reapplying again during the 12 month eligibility period.

SPECIAL TESTING ARRANGEMENTS	<p>If you have a disability and need special testing arrangements or other reasonable accommodation, mark the box in question #2 on page 1 of the application. You will be contacted in advance to ensure that proper accommodations are made. If you have not been contacted prior to receiving a notice to appear for the examination, please contact the OSHPD Human Resources Office at (916) 326-3270.</p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>Applicants must meet the experience/education requirements by the final filing date. Your signature on your application indicates that you have read and understood and do possess the qualifications required.</p> <p>Applications/résumés MUST contain the following information: “to” and “from” dates (month/day/year), time base, hours per week, and civil service class title(s) and range, if applicable. Applications received without this information may be rejected.</p> <p><u>If an examination requires or accepts education</u>, include on the application (question #13) the name and location of the institution, course of study, units completed (semester/quarter), diploma, degree, or certificate obtained, and date completed. The same applies for question #14 (valid licenses, certificates, etc.). <u>Applicant must provide a copy of the course work or degree at the time of filing.</u> If this information is not included (unless education is not needed), the application will be declined and a notice will be mailed to the applicant asking for this information by a determined deadline date. Applicants who are hired from this employment list must provide their official transcripts from the applicable institution(s) if education is used to meet the minimum qualifications.</p> <p>Acceptable course work and degrees must be completed at a regionally accredited institution. Course work completed in other states is acceptable as long as the institution holds regional accreditation through an accrediting body. Course work and degrees completed outside of the United States must be evaluated by an approved foreign transcript evaluation agency before they may be used for credentialing purposes.</p>
MINIMUM QUALIFICATIONS	<p>Experience: Two years of experience performing full-time plan review and/or technical inspection or supervision of general construction projects for fire and life safety compliance in a public or private fire prevention agency. and</p> <p>Education: Equivalent to graduation from an accredited four-year college with a major in fire service administration, fire protection administration and technology, engineering, chemistry, physics, or architecture. (Additional qualifying experience may substitute for education on a year-for-year basis.)</p>
SPECIAL PERSONAL CHARACTERISTICS	<p>Willingness to travel and work throughout the State; reliability; tact; and keenness of observation; good memory for details; physical stamina necessary to perform the duties of the position; possession of a valid driver license and good driving record.</p>
THE POSITION	<p>This is the first working level. Under lead direction of a Fire and Life Safety Officer II (Health Facilities Construction), incumbents within an assigned geographical area are responsible for enforcing fire and life safety regulations and standards as contained in Titles 19 and 24 of the California Code of Regulations; performing inspection work of average difficulty; reviewing plans and specifications for fire and life safety compliance; and advising project participants on construction methods, techniques and materials, and code related matters.</p>
EXAMINATION INFORMATION	<p>This examination will consist of either:</p> <ul style="list-style-type: none"> A. A qualifications appraisal interview weighted 100%, or B. A supplemental application examination weighted - 100 %, or C. An evaluation of each candidate’s experience and education weighted 100%. <p>If interviews are conducted, the interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the qualification appraisal interview, the supplemental application examination, or the education and experience process. CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE ELIMINATED.</p> <p>List all experience relevant to the “Minimum Qualifications” shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted but read the “Minimum Qualifications” carefully to see what kind of information will be useful to the staff doing the evaluation.</p>

SCOPE

The following list of knowledge areas and abilities may be tested in the examination. Please note that this list may be a subset of the full list shown on the class specification.

Emphasis in the examination will be on measuring competitively, relative to job demands, each competitor's:

A. Knowledge of:

1. Plan review code applications
2. General building code applications
3. Fire protection equipment and systems
4. Exiting systems
5. Mechanical and electrical systems and components
6. Standards and methods of construction
7. Construction documents and reports
8. Methods of conducting building construction inspections
9. Titles 19 and 24, California Code of Regulations
10. Fire Protection and Prevention standards established by nationally recognized agencies such as the National Fire Protection Association

B. Ability to:

1. Analyze situations accurately, reason logically and take effective action
2. Inspect facilities for fire and life safety compliance
3. Establish and maintain the confidence and cooperation of those contacted in the work
4. Prepare clear and comprehensive status reports and correspondence
5. Give oral presentations
6. Provide clarification and guidance regarding the application of codes, regulations, and laws

**ELIGIBLE LIST
INFORMATION**

An OPEN eligible list will be established for OSHPD. Names of successful candidates will be merged into the list in order of final score order regardless of date eligibility is established. Eligibility expires 12 months after it is established.

**VETERANS PREFERENCE
CREDITS**

Veterans Preference Credits will not be granted in this examination since it does not qualify as an entrance examination under the law.

**CONFIDENTIALITY /
SECURITY**

Pursuant to Government Code Sections 19680-19682, it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being disqualified from competing in the rest of the examination, barred from participating in future examinations, removed from other employment lists on which he or she already has eligibility, and/or subject to criminal charges.

General Information

It is the candidate's responsibility to contact the OSHPD Human Resources Office at (916) 326-3270 three days prior to the written test date if he/she has not received his/her notice, or three weeks after the final filing date if there is no written test date.

If the candidate's notice of Qualifications Appraisal Panel exam appointment or performance test fails to reach him/her prior to the day of the exam due to verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board office, at local offices of the Employment Development Department, from the OSHPD Exam Unit, or on the Internet at www.spb.ca.gov.

If you meet the requirements stated on this bulletin, you may take the examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

The Office of Statewide Health Planning & Development (OSHPD) reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with the civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances, other employees may be allowed to compete under the provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. In addition, Government Code Sections 18990 and 18992 permit certain exempt employees employed by the Legislature or the Executive Branch to participate in civil service promotional exams. These codes and rules may be reviewed at the OSHPD Human Resources Office or at the Information Counter of the State Personnel Board office.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others, as well as a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

California Relay (Telephone) Service for the Deaf or Hearing Impaired:

From TDD phones 1-800-735-2929

Voice 1-800-735-2922